

RESOLUTION NO. 2025-06

Payment of County Employee Travel Expenses

WHEREAS, the Board of County Commissioners of Bingham County, Idaho, (Board) is empowered to manage the finances of Bingham County;

AND WHEREAS, it is necessary from time to time for employees and Elected Officials of Bingham County to attend meetings, schooling and other travel on behalf of Bingham County;

AND WHEREAS, employees of the County, by submitting expense claims for travel, are to be reimbursed at a rate set by the Board;

AND WHEREAS, the Board deems it appropriate to set the amount to be reimbursed for expenses related to travel on County business, effective for claims submitted on or after January 17, 2025, as follows:

1. \$.50 per mile reimbursement if an employee chooses to use their personal vehicle.
2. A per diem allowance for travel that involves an overnight stay of \$55.00 per diem while traveling either in-state or out-of-state, allocated as follows: \$15.00 for breakfast; \$15.00 for lunch; and, \$25.00 for dinner.
3. If an employee travels to an area where they are unable to cover their per diem expenses within the above limits, then the employee can submit receipts of actual costs for consideration by their Supervisor, Department Head, or the County Commissioners.
4. If travel by a County employee on County business includes a required meal with a set amount that is over and above the meal allowance, then the higher amount can be allowed if approved by the appropriate supervisor, department head, or Elected Official. This is not intended to apply to meals that are a part of a registration fee.
5. If circumstances of the travel require that the employee be in an airport or on an airplane during a meal time, and the employee is not able to purchase a meal within the allotted meal allowance, then an amount higher than the meal allotment may be paid upon submission of a proof of payment receipt and upon approval by the supervisor, department head, or elected official.

THEREFORE, BE IT RESOLVED, that the Bingham County Board of Commissioners set the following policy for reimbursement of work-related travel expenses for County employees, effective for claims submitted on or after January 17, 2025, as follows:

1. \$.50 per mile reimbursement if an employee chooses to use their personal vehicle.

2. \$55.00 per diem (or portion of day as applicable) for three (3) meals, while traveling both in- state and out-of-state that requires an overnight stay, allocated as follows: \$15.00 for breakfast; \$15.00 for lunch; and, \$25.00 for dinner.
3. If travel by a County employee on County business includes a required meal with a set amount that is over and above the meal allowance, then the higher amount can be allowed if approved by the appropriate supervisor, department head, or elected official. This is not intended to apply to meals that are a part of a registration fee.
4. If circumstances of the travel require that the employee be in an airport or on an airplane during a meal time, and the employee is not able to purchase a meal within the allotted meal allowance, then an amount higher than the meal allotment may be paid upon submission of a proof of payment receipt and upon approval by the supervisor, department head, or Elected Official.

THIS RESOLUTION SUPERCEDES RESOLUTION NO. 2023-20 DATED JANUARY 9, 2023.

DATED this 17th day of January, 2025.



ATTEST:

Pamela W. Eckhardt
Bingham County Clerk.

Whitney Manwaring, Chairman

Eric Jackson, Commissioner

Drew Jensen, Commissioner